



Natural Resources Conservation Service
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October 7, 2008

WEST VIRGINIA BULLETIN NO: 360-8-22

SUBJECT: PER-Restoration of Annual Leave

Purpose: To remind employees to schedule annual leave.

Expiration Date: This bulletin expires after contents are noted.

The current leave year ends January 3, 2009. For employees who are in a “use or lose” situation, annual leave must be scheduled and approved in writing prior to the end of pay period 23 (November 22, 2008) before forfeited annual leave can be considered for restoration. It is very important that the full amount of annual leave that you have to “use or lose” is scheduled.

I am encouraging all employees to use their annual leave when the opportunity is available because it is unlikely that leave will be restored.

Forfeited annual leave can only be restored for one of the following conditions: administrative error; if annual leave was approved in writing in advance but its use was denied because of an exigency of public business; or if annual leave was scheduled but was later precluded because of illness or injury.

To have leave restored because of exigency, public business or sickness, the leave must have been scheduled three (3) pay periods before the end of the leave year. The only exception to this would be if the employee was ill for a prolonged period and unable to request annual leave that would be subject to forfeiture.

The definition of when an exigency of public business exists is when an employee cannot be excused from duty for the duration of their scheduled leave which is caused by a hurricane, earthquake, flood or tornado (for example) that creates a heavy workload. The exigency decision can only be made by the Regional Assistant Chief.



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Requests for restored leave should contain the information found in General Manual 360, Part 415, Subpart A, 415.2(c)3. Further clarification as to “Restoration of Annual Leave” may be found at General Manual 360, Subpart A, 415.2(c).

If you have any questions, please contact Diana Bokoch at (304) 284-7599 or e-mail her at Diana.Bokoch@wv.usda.gov.

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**KEVIN WICKEY
State Conservationist**

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